****

**Punctuation sorting cards:** (print on card and cut up) **Match the punctuation card to the card or cards that best explain its function.**

|  |  |  |  |
| --- | --- | --- | --- |
| **. full stop** | **; semi-colon** | **: colon** | **(brackets)** |
| **, comma** | * **hyphen**
 |  **– dash**  | **... ellipsis** |
| **? question mark** | **‘ apostrophe** | **! exclamation mark** | **“speech marks”****(inverted commas)** |
| **1. marks the end of a sentence** | **2. indicates a pause in a sentence that is more significant than a comma** | **3. marks a stronger pause than a semi-colon** | **4. separates off additional information in a sentence** |
| **5. separates words, phrases or clauses** | **6. links two words together to make a compound word** | **7. represents a short pause** | **8. indicates that text has been left out or is incomplete** |
| **9. indicates that the sentence is a question** | **10. indicates possession** | **11. can be used in place of full stop to show two sentences are very closely linked** | **12. is used to introduce lists, explanations and, sometimes, quotations** |
| **13. indicates a pause** | **14. links a phrase together so it can be used like an adjective** | **15. used instead of brackets or commas to separate off information in a sentence** | **16. separates items in a list when commas would be confusing** |
| **17. used at the end of a line to show that a word continues on the next line** | **18. indicates that the sentence is an exclamation or a command** | **19. indicates the beginning and end of direct speech, titles or quotations** | **20. indicates a missing letter or letters** |

**© Julia Strong 2013, Talk4Writing.com**